

~~ADMINISTRATIVE INTERNAL USE ONLY~~

12 March 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:



Director of Information Services

SUBJECT: OIS Weekly Report (6 - 12 March 1986)

1. Registry Training. Preparations are moving ahead to provide refresher training to registry personnel on the Codeword/Collateral Document Control System (CDOCS) portion of TRIS. Representatives from the registries in O/DDI, O/DDA, O/DS&T, OIT, OC, the Intelligence Community Staff, and OIS will be attending two-hour training sessions during the week of 17 March 1986.

3. Top Secret Collateral Documents. OIS annuitants continue to make progress in locating unaccounted for Top Secret collateral documents. Annuitants concluded their review of documents held by a Directorate of Operations component. Of the some 1,394 documents reviewed, 1,105 were properly charged, but 289 require followup research.

4. Historical Review Program. Representatives from the Information Resources Management Division (IRMD) and the Classification Review Division (CRD) met with representatives from the Directorate of Science and Technology (DS&T) to discuss procedures for reviewing DS&T reconnaissance program materials under the Agency's Historical Review Program. The discussion centered on control and handling of the material during CRD processing. All material that is fully or partially declassified will be maintained in the DECAL System. CRD will key certain items into DECAL and maintain logs to control the material during the review process. The DS&T will furnish CRD with additional classification review guidelines.

~~ADMINISTRATIVE INTERNAL USE ONLY~~

ADMINISTRATIVE - INTERNAL USE ONLY

5. RMO Meetings. At a recent meeting of DA Records Management Officers the DA Information Review Officer (IRO) discussed the Information Security Oversight Office inspection of DA Offices scheduled for 26 August 1986. A general discussion followed concerning the things ISOO looks for during an inspection and how an Office should prepare. The DA/IRO also offered guidance on how to identify systems of records subject to the Privacy Act that must be published in the Federal Register.

Chief, IRMD, his branch chiefs, and the Directorate Records Management Officers were briefed by David Van Tassel, National Archives and Records Administration, on the Presidential Library System. Mr. Van Tassel reviewed the development of the system, described the activities at the libraries, and discussed how the libraries handle sensitive and classified information.

6. IG Recommendations. Chief, IRMD and division representatives met with the Chief, Printing and Photography Division (P&PD), and members of his staff to discuss Inspector General recommendations on P&PD's dissemination and micrographics activities. Suggestions were offered on how to improve P&PD dissemination practices, enhance the work environment, and train personnel. It was agreed that IRMD would complete its survey of P&PD's Photography Branch, looking particularly at COM applications to ensure they conform to approved standards and procedures. The Photography Branch was invited to send participants to IRMD's next running of the micrographics seminar.

7. OSS Records. The National Archives and Records Administration (NARA) has requested the assistance of CRD in re-reviewing the still classified OSS Research and Analysis files. NARA wants to microfilm the files to aid in their preservation, but first would like as many as possible of the remaining classified documents to be declassified. Over 90 percent were declassified as a result of the first review by a CIA team during 1972-1975.

8. Information and Privacy Division. The backlog of initial requests now stands at 1505. There are 204 requests in administrative appeal and 72 in litigation. Among the spotlighted requests this week is

These and other interesting requests and responses are summarized in the attached Information and Privacy Division report.

Attachment

ADMINISTRATIVE-INTERNAL USE ONLY

11 March 1986

MEMORANDUM FOR: Deputy Director for Administration
FROM:
Chief, Information and Privacy Division, OIS
SUBJECT: IPD/OIS Weekly Report (5 - 11 March 1986)

1.	<u>The Week in Review</u>	<u>5 - 11 March 1986</u>	<u>1986 Weekly Average</u>
a.	New cases	57	54.1
b.	Cases closed	66	67.8
c.	New appeals logged	4	3.4
d.	Appeals closed	0	1.7
e.	Manpower (man-weeks)	79.9	106.9
2.	<u>Current Backlogs</u>		
a.	Initial requests - 1505		
b.	Requests in administrative appeal - 204		
c.	Requests in litigation - 72		

3. Spotlighted Requests

Page Denied

Next 2 Page(s) In Document Denied

ADMINISTRATIVE-INTERNAL USE ONLY

STAT IPD/CMR:sh [redacted] (11 March 1986) (FINAL)

Distribution:

Orig - Adse

1 - DCI/DDCI/Executive Director

1 - DCI History Staff

1 - DDI

1 - DDO

1 - DDS&T

5 - OIS

1 - C/PAO

1 - Comptroller

1 - IG

1 - OGC

1 - OLL

1 - OP

1 - OL

STAT 1 - C/IMS, [redacted]

1 - DDO/IRO

STAT 25 - DDO/IMS [redacted]

1 - DDI/IRO

1 - DDA/IRO

1 - IC/IRO

1 - OTE/MAT

1 - OIS/LA

1 - IRG/OS

1 - IPD Subject

1 - IPD Chrono

1 - IPD Reading Board

1 - HGH

ADMINISTRATIVE-INTERNAL USE ONLY

CONFIDENTIAL

11 March 1986

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Classification Review Division

SUBJECT: CRD Weekly Report, 5-11 March 1986

1. CRD declassification review under the CIA Historical Review Program picked up momentum during the week with the commencement of review of DS&T's U-2 records (late 1954 to May 1960). HRB/CRD is currently winding up its initial review of some 20 feet of SSU/DO records while reviewing the first three boxes of O/DCI records (1945-55) and starting up on U-2 records. A 5 March meeting with DS&T's Records Management Officer and its U-2 records specialist and attended also by OIS personnel who will help in recording the results of review, provided background on the origin and nature of these records. Everyone had opportunity to bring up sensitive aspects of these records that may need particular attention during review. U-2 records are unusual in the numerous corporations and corporate employees they identify and in the inclusion of industrial and patents data whose treatment during review will depend partly on whether they are legally US or corporate property. CRD and the DS&T RMO are consulting on the formulation of special guidelines for these records.

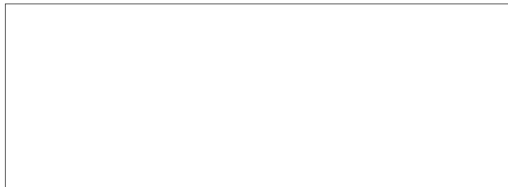
2. The reduction in size of the Classification Review Division in 1982, and the transfer of the bulk of its personnel resulted in a large number of the items which had been systematically reviewed, mostly National Intelligence Estimates (NIE's) and National Intelligence Summaries (NIS's), not being entered in the DARE system or the updated markings put on the record copies at With the cooperation of State and DOD components, the outstanding actions to be taken on NIE's were completed, the decisions recorded, and the documents marked. That process was completed in 1984. That left the NIS's which were in the same situation as the NIE's. Now, over the past several months on a time available basis, the CRD Referrals Branch has been calling up record copies of the NIS's that went through the complete review cycle and were declassified (an even larger group of documents than the estimates), making the necessary classification changes on the NIS record copies, and

CONFIDENTIAL

CONFIDENTIAL

25X1 recording the changes in DARE. Over 200 changes have been made in DARE in the last several months. There are still several hundred NIS's to be checked out. Where coordinating reviews have been requested but not completed we will urge their completion. These particular documents, mostly over 20 years of age, were written by the U.S. military services and its with these services or DIA that we must work.

25X1 3. CRD received another call from JoAnn Williamson, Acting Chief of the Declassification Review Division at NARA, reporting that they will soon be ready for our assistance in re-reviewing the CIA portion of the still classified OSS Research and Analysis (R&A) files. NARA wants to microfilm these files to protect them from the abuses of constant handling because they are very popular with researchers. Before doing this they want to declassify as many of the records that remain classified as possible. Over 90 percent were declassified during the original review which was conducted by a team from CIA 1972-1975. Some of these records will be reviewed by Army, some by Navy, and some will be held as foreign government information. We will be asked to review only those with CIA equities which totals about five feet. These records should be ready for our review on or about 24 March.



CONFIDENTIAL

ADMINISTRATIVE - INTERNAL USE ONLY

11 March 1986

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (5 - 11 March 1986)

1. WORK IN PROGRESS

a. TRIS Training. Preparations are moving ahead in the Information Technology Branch for providing refresher training to registry personnel on the CDOCS (Codeword/Collateral Document Control System) portion of TRIS. Thus far, representatives from the registries in O/DDI, O/DDA, O/DS&T, OIT, OC, the Intelligence Community Staff, and OIS will be attending two-hour training sessions that will be held during the week of 17 March 1986. Aside from subjects like quality control, maintenance, and filing, the sessions will discuss the use of key words for document retrieval.

b. Information Services Centers. [REDACTED] Information Management Staff, the DO's designee to the Information Services Center [REDACTED] completed his training on communications equipment and reported for duty to the Center. His arrival is timely, because the workload at the Center has increased sharply with the arrival of personnel from COMIREX and OTE. [REDACTED] Information Management Branch, has prepared an OIS notice announcing the opening of the ISC and providing information on the hours of operation and who to contact for service.

[REDACTED] Information Control Branch, met with [REDACTED] Chief, General Operations Group, Message and Data Communications Activity, OIT, his Deputy [REDACTED] and [REDACTED] Chief, Message Processing Branch, to discuss plans for cable dissemination in the Data Access Centers that will be housed in ISCs in the New Headquarters Building. [REDACTED] indicated that OIT still does not know what equipment will be needed in the DAC to process cables; it is planning to have three Automated Printing and Reproduction Systems in the OIT's Central Distribution Center in the new building. [REDACTED] provided [REDACTED] with the names of components moving to the NHB so he can take a sampling of the cable traffic that they receive in a week's time. This information will be used to review staffing and equipment needs in the ISCs for the NHB.

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

c. TS Documents. OIS annuitants continue to make progress in their efforts to locate unaccounted for TS collateral documents. Annuitants, [redacted] concluded their review of documents held in [redacted] Information Management Staff. They reviewed some 1,394 documents, 1,105 of which were charged to the DO and 289 that required followup research. They examined another 1,734 TS collateral documents that were identified as having been downgraded in classification by CRD, but apparently were never acted upon by the DO. A sampling of documents from this latter group indicated that some were on record as being unaccounted for. Another annuitant, [redacted] continued his review of the retired records holdings of the Office of Global Issues. He found 39 TS documents during the week, 18 of which were charged to OGI and another 21 whose ownership could not be determined. [redacted] our fourth annuitant continued his review of the retirement holdings of the Office of Scientific and Weapons Research, but found no TS documents during his search. [redacted] Information Control Branch, continued to process information on documents found by the annuitants and record the new data in TSCADS. Processing information last week resulted in identification of another 26 documents that were previously unaccounted for and charged to the DO. To date, our annuitants have found some 61 previously unaccounted for documents in the holdings of the Sensitive Information Section of IMS.

d. Machine Readable Records. The collection of information needed to draft the machine readable records control schedule item for the Office of Logistics' Contractor Information System (CONIF) continues. [redacted] and [redacted] IMB, met with [redacted] Records Management Officer, Office of Logistics, and [redacted] the CONIF Data Base Administrator, to discuss the CONIF System. Discussions revealed that there is extensive interaction with the system by Office of Finance personnel, as well as interfaces between CONIF and the OF General Accounting System (GAS). As a result, [redacted] the RMO for the Office of Finance, has been asked to arrange a meeting with [redacted] OF CONIF Data Base Administrator, to discuss the details of the OF interaction with CONIF. Meanwhile, [redacted] have planned a 12 March meeting to begin drafting the CONIF records control schedule items. The OF data will be added when it is obtained.

2. SIGNIFICANT EVENTS/ACTIVITIES

a. Historical Review Program. [redacted] Chief, IMB, and [redacted] IMB, IRMD, met with personnel from Classification Review Division (CRD) and Directorate of Science and Technology

ADMINISTRATIVE - INTERNAL USE ONLY

(DS&T) to discuss procedures and guidelines to be used in the review of material from DS&T reconnaissance programs under the Agency's Historical Review Program. This preliminary discussion centered on the control and handling of the material during processing in CRD. All material which is declassified, either fully or partially, will be maintained in the DECAL System. CRD will key certain item information on the material into DECAL and will maintain logs to control and track the material during the review process. CRD personnel asked the DS&T representatives to furnish additional guidelines for declassification review to CRD.

b. OIS Wang System. Bob Kowalski, a Wang Customer Software Analyst (CSA), loaded a software patch on all OIS Wang systems on 6 March to cure the printer-related problems that OIS offices have been experiencing recently. This is an unofficial fix, meaning that the patch has not been officially released by the Wang's research and development group in Boston; it was distributed to the CASS for use on a case-by-case basis. The installation in OIS' system was approved by Cathy Lally, manager of all CSAs in this area, who was responding to complaints from [redacted] OIS' Wang Administrator.

c. RMO Meetings. [redacted] OIS Records Management Officer, attended a meeting of the Records Management Officers from the DA. [redacted] RMO for the Office of Communications, started the meeting with a brief description of his RMO duties and responsibilities. [redacted] then discussed the Information Security Oversight Office inspection of DA offices that is scheduled for 26 August. [redacted] indicated that he will select two DA offices for inspection by 12 March. A general discussion followed concerning the types of things ISOO looks for during an inspection and how an office should prepare for an inspection. With regard to recent requirements from IPD, [redacted] offered guidance on how to proceed with the review of systems of records subject to the Privacy Act that must be identified in the Federal Register. The RMOs were advised to review their Records Control Schedule to identify systems of records subject to the Privacy Act. If other systems are identified that are not in the Records Control Schedule, the RMOs need to update the schedules and to report the new systems for publication in the Federal Register.

Chief, IRMD, IRMD Branch Chiefs, and the Directorate RMOs met on 7 March to hear a briefing by David Van Tassel, National Archives and Records Administration, on the Presidential Library System. Mr. Van Tassel reviewed the development of the system, described the type of activities conducted at the libraries, and discussed how the libraries handle sensitive and classified information. After Mr. Van Tassel's presentation, [redacted] IMB, discussed the need to conduct an additional count of classification decisions in components this year,

ADMINISTRATIVE - INTERNAL USE ONLY

STAT

expressing hope that it would be a one-time exercise. [redacted]
 Agency Forms Management Officer, asked the RMOs for their assistance in identifying the use of automated forms in directorate components. Other items discussed were training for RMOs, the annual RMO conference, the shortage of storage space at the Records Center, and the micrographics seminar that will be held from 28-30 April.

STAT

STAT
SIAI

STAT

STAT

STAT

STAT

STAT

STAT

d. IG Recommendations. Chief, IRMD, [redacted]
 Chief, ICB, [redacted] ICB, [redacted] Chief, IMB, and [redacted]
 [redacted] IMB, met with [redacted] Chief, Printing and Photography Division, and members of his staff, to discuss implementation of some IG Staff recommendations on P&PD's dissemination and micrographics activities. After surveying these two P&PD operations, OIS had recommended that it provide training to P&PD personnel on dissemination procedures and that it conduct a semi-annual review of P&PD's resources devoted to micrographics. At the beginning of the meeting, there was a general discussion of the survey findings, which were generally acceptable to P&PD; some reservations were expressed however on implementing a few of the recommendations. Then, the meeting broke into two groups--Messrs. [redacted] met with [redacted] Chief, Bindery Branch, to discuss P&PD's dissemination work and Messrs. [redacted] with [redacted] Chief, Photography Branch, and several members of his staff to review P&PD's handling of micrographics, specifically, computer output microfilming. Suggestions were offered on ways to improve dissemination practices, to enhance the work environments, and to provide training to personnel. It was also agreed that [redacted] would complete his survey of the Photography Branch, looking at COM applications to ensure they conform to proper standards and procedures. The Photography Branch was invited to send participants to IRMD's next running of the micrographics seminar.

e. Records Center. Records Center personnel performed the following activities during the week:

STAT

RAMS:	Made 27 additions, 8 changes, and 10 deletions.
ARCINS:	Jobs received/edited: 15. Jobs keyed: 19 consisting of 1,124 entries. Jobs completed: 23.
Accessions:	Received 14 jobs totaling 85 cubic feet.
References:	Serviced 2,109 requests for records.
Special Runs:	One to [redacted]

ADMINISTRATIVE - INTERNAL USE ONLY

Other:

Visitors to the Records Center included [redacted] OC, who reduced vital records holdings from 17 to 4 cubic feet; Messrs. [redacted] and [redacted] Audit Staff, who reviewed a component's travel vouchers; and several employees from the Office of Current Production and Policy Support, who were reviewing map negatives to determine which could be destroyed.

3. SCHEDULES MEETINGS

[redacted] ICB, will meet with [redacted] NFIB Secretariat, on 14 March to discuss document control problems that [redacted] staff is experiencing.

[redacted] Chief, IRMD, Chief, IMB, and Messrs. [redacted] and [redacted] meet with [redacted] Chief, Publications Group, CPAS, to discuss IRMD's possible participation in a Users' Group that has been formed to deal with the use of personal computers in the Directorate.

Page Denied

Next 2 Page(s) In Document Denied